

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**DEVELOPMENT REVIEW SPECIALIST I  
PLANNING AND DEVELOPMENT DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs complex development review, permitting, inspection, and enforcement work relating to the City of Asheville Code of Ordinances, Unified Development Ordinance, Flood Plain Ordinance, and other land development regulations for the City's Planning and Development Department. The employee reports directly to the Senior Planner.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class is responsible for reviewing and approving a wide variety of complex land development permit applications including small commercial projects, residences, signs, and temporary uses. This position is distinguished from that of a Zoning Enforcement Officer in that the work is of a complex nature and requires an ability to perform complex calculations and strong attention to detail. This work involves assisting the general public with various forms and applications pertaining to proper land use and zoning, as well as reviewing and coordinating the review of such applications. The employee is also responsible for performing technical and investigative work in the enforcement of a variety of land development ordinances for the City, including ordinances regulating land use, flood plain development, signs, junked vehicles, and other issues. Independent judgment and initiative must be exercised in determining if zoning and/or land use ordinance requirements are met and in performing various duties as assigned. Considerable tact and firmness are required in dealing with property owners and the general public on land development ordinance matters. Work is performed with considerable independence under the limited supervision of the Senior Planner. The position is evaluated through conferences and assessment of progress toward program goals and objectives.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Accepts and reviews complex permit applications for Level I development projects, 1 & 2 family residences, signs, temporary uses, and subdivisions; prepares and issues land zoning permits for these uses.

May assist in researching addresses, assigning street addresses, recommending new street names and/or changes in street names to City Council, and revising City maps

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accordingly.

Answers questions pertaining to land development ordinances by telephone and in person; responds to complaints.

Conducts field inspections for land development ordinance violations; enforces various land development ordinances; informs landowners of violations; handles complaints concerning land development.

Provides technical assistance to other City departments.

Attends public meetings; prepares and makes public presentations.

Maintains records and prepares periodic and special reports; prepares a variety of correspondence.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work assignments as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of City land development ordinances and regulations, including those pertaining to land use, flood plain development, junked automobiles, signs, and residential occupancy.

Working knowledge of legal procedures relating to the permitting of uses and enforcement of zoning laws and ordinances.

Working knowledge of the principles and practices of urban planning.

Working knowledge of research, permitting, and reporting techniques.

Working knowledge of the current literature, trends, and developments in the field of zoning inspection.

Working knowledge of the geographical layout of the City of Asheville and surrounding areas under City jurisdiction.

Ability to interpret land development ordinances and regulations, and to apply them equitably when issuing permits and conducting an inspection and enforcement program.

Ability to interpret blueprints, diagrams and specifications.

Ability to perform complex calculations.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, and the general public.

Ability to express ideas effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Skill in exercising a strong attention to detail.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school, supplemented by at least three years of training and experience in development review, permitting, zoning, or inspection work; or any

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equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENTS**

Zoning Official Certification must be obtained from the North Carolina Association of Zoning Officials (NCAZO) within one year of hiring. Employee must possess a valid driver's license issued by the State of North Carolina.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works, including the use of appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

August, 2004  
Salary Grade 16  
Non-Exempt